

IHC-SM-1
15 May 1968

UNITED STATES INTELLIGENCE BOARD
INTELLIGENCE INFORMATION HANDLING COMMITTEE

MEMORANDUM FOR: Agency CCC Operational Test Representatives
SUBJECT: Operational Test of the Content Control Code (CCC)
REFERENCE: CODIB-M-100, 21 March 1968, Attachment.

1. Paragraph 12 of Reference directed that the staff prepare a statement of responsive interagency test objectives and parameters as a basis for evaluating the interagency performance aspects of the Content Control Code (CCC). The staff was also directed to propose procedures and instructions for conducting the interagency aspects of the test including essential elements of information to be derived from testing, standard methods, techniques and formats for processing this information. The enclosed draft paper and its attachments constitute the staff response.

2. A meeting of designated agency participants will be held in Room 2E62, CIA Headquarters Building, at 1000 hours on 28 May 1968 to organize the CCC Operational Test and Evaluation Group, to review and approve the enclosure and its attachments prior to initiation of operational testing. This group will be chaired by Mr. John H. Toler of the Intelligence Information Handling Committee (IHC) Support Staff.



Executive Secretary
Intelligence Information Handling Committee

Enclosure:
IHC-D-111/1.1/14,
with attachments

GROUP I
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UNITED STATES INTELLIGENCE BOARD
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Operational Test of the Content Control Code (CCC)

A. Introduction.

USIB-D-39.7/21, 3 May 1967, requests that USIB member agencies participate in an operational test of the Content Control Code (CCC) (Attachment 5). The CCC was developed by a CODIB task team in response to USIB-D-39.7/5, 16 March 1964. Operational testing of the CCC by USIB member agencies is planned as follows:

1. NSA is already applying the CCC to their end-product reporting. Application testing and internal user evaluation was accomplished by NSA during the Task Team I development of CCC. However, NSA is prepared to participate in testing community aspects of CCC application and use.
2. CIA plans to apply content control notations to Domestic Contact Service reports produced by the Washington, D. C. contact office. This effort will be extended as rapidly as training and experience permit to other contact offices if the system is found feasible in the initial facility. The CCC will also be applied to all intelligence reports and memoranda of the Office of Economic Research, and to all non-serial publications of the Office of Scientific Intelligence and the Foreign Missile and Space Analysis Center.
3. CIA plans for use-evaluation of the CCC are provided in Attachment 1.
4. Department of State has indicated that its plans for applying and testing CCC are entirely dependent on the extent to which other USIB member agencies apply CCC notations to their own documents and the establishment of parameters and factors to be measured by each agency during the operational test period.

S-E-C-R-E-T

- 2 -

5. When the foregoing conditions have been met, the State member will propose to his Department that CCC notations be applied to 500 airgrams from Europe (approximately one week's take) and 500 telegrams to and from European posts.

6. Department of State's tentative plans for user-evaluation of CCC are provided in Attachment 2.

7. DIA will evaluate the usefulness of CCC notations which have been applied to other agency documents. Plans for so doing are provided in Attachment 3.

8. Army, Navy, and Air Force will participate in the CCC Test and Evaluation Group deliberations.

9. FBI and AEC will not participate in any aspect of CCC operational testing.

B. Operational Test Objectives.

USIB-D-39.7/21, 3 May 1967, calls for comprehensive testing and controlled evaluation to provide an adequate basis for determining the effectiveness and efficiency of the Content Control Code (CCC) as an analytical support tool, for projecting its costs as an operating system, and for determining its precise role in support of existing dissemination and storage and retrieval systems. These purposes must be translated into a series of specific test objectives which can be undertaken in a logical order. One such ordering of specific objectives follows:

1. Determine the adequacy with which CCC notations can be used to represent user reading requirements, statements of interest, etc.

2. Determine the impact of having producers apply CCC notations to their products: (a) on the producers and (b) on the system.

3. Determine the extent to which the appearance of CCC notations on intelligence documents: (a) facilitates document exchange between agencies and (b) reduces screening time at successive dissemination points within agencies.

4. Determine the extent to which the appearance of CCC notations on intelligence documents can enhance and expedite intelligence research and analysis when new or unanticipated aspects of old problems arise.

S-E-C-R-E-T

S-E-C-R-E-T

- 3 -

5. Determine the suitability of the CCC structure as a basis for organizing small or specialized document filing systems.

6. Determine the suitability of the CCC structure in providing a useful arrangement for entries on accession lists, compilations of abstracts, extracts, or summaries, and collection and production guides.

7. Determine adjustments and changes to the Code: its structure, manner of presentation, supporting instructions, etc., which would improve its responsiveness to the foregoing objectives.

8. Determine whether improvements, if any, resulting from CCC are sufficient to justify changes in existing methods and procedures.

C. Operational Test Plan.

For the purpose of initial planning, the overall operational test of CCC is divided into: (1) a design phase, (2) a collection-recording phase, and (3) an analysis-evaluation phase which are discussed in detail below.

1. Design Phase - A number of design tasks must be completed before operational testing in response to the foregoing objectives can be initiated:

(a) Establishment of test boundaries including: (1) the nature and degree of specific agency and agency personnel participation, (2) the essential characteristics of the test corpus of coded documents obtainable within the framework of agency commitments, and (3) a detailed operational test plan covering phasing, timing, due dates, etc.

(b) Development of standards against which to measure cost and effectiveness of CCC and related methods and procedures during testing.

(c) Development of necessary forms, formats, information elements, codings, etc., to facilitate collection, recording, processing, analysis and evaluation.

(d) Orientation and training of all operational test personnel in the use of the CCC codebook (Attachment 5) and the supporting Instruction Manual (Attachment 4).

S-E-C-R-E-T

S-E-C-R-E-T

- 4 -

2. Collection-Recording Phase - Detailed collection and recording tasks must be planned and undertaken in response to the specific objectives stated above:

(a) Adequacy of CCC notations in representing users reading requirements, statements of interest, etc., can be determined by (1) expressing selected user interests in terms of CCC notations, (2) consulting with the users concerning the adequacy of CCC notations in representing their interests, and (3) actual dissemination testing wherein effectiveness of CCC notations in expressing user interests can be gauged in terms of delivery of wanted and unwanted documents.

(b) The impact of having producer personnel apply CCC notations to their intelligence documents can be examined on a cost and effectiveness basis. Cost to the producers can be developed in terms of (1) documents coded, and (2) personnel involved. Plans should include some dual coding to determine the consistency with which CCC notations can be applied. Constraints on overall system performance imposed by the concept of decentralized coding by other than full-time coding specialists can also be examined.

(c) The extent to which the appearance of CCC notations on intelligence documents facilitates document exchange between agencies can be determined by documenting: (1) existing interagency arrangements in terms of documents exchanged, personnel involved, and overall performance and (2) the role(s) CCC might play in achieving selective dissemination between agencies in terms of documents exchanged, personnel involved, and overall performance.

(d) The extent to which the appearance of CCC notations on intelligence documents reduces screening time at successive dissemination points within agencies can be determined by (1) comparing existing methods and procedures with a set of methods and procedures built around the presence of producer-applied CCC notations on intelligence documents and (2) relative costs in terms of documents processed, personnel involved, and overall performance.

(e) The extent to which the appearance of CCC notations in intelligence documents could enhance and expedite intelligence research and analysis when new or unanticipated aspects of old problems arise can be determined by (1) selecting an actual, high priority research and analysis requirement, (2) specifying this requirement in terms of CCC notations, (3) using test corpus augmented with additional NSA CCC coded documents, develop CCC responses and compare them with existing system responses.

S-E-C-R-E-T

S-E-C-R-E-T

- 5 -

(f) The suitability of CCC schedules as a basis for organizing small or specialized document filing systems can be determined by creating a number of indexes from the test corpus of CCC coded documents which will approximate (1) a biographic file, (2) an installation file, (3) an area file, (4) an S&T subject file.

(g) The suitability of CCC schedules as a basis for arranging entries on accession lists, compilations of abstracts, extracts or summaries, and collection and production guides can be determined by (1) selecting representative listing(s) and applying CCC notations to the entries therein and (2) organizing the listing in terms of CCC notations.

3. Analysis-Evaluation Phase -

(a) Determine relative performance of existing methods of representing, or otherwise indicating, user reading requirements, statements of interest, etc., versus CCC notational representations thereof. Analyze in terms of (1) "successful" conversion of stated requirements and (2) actual performance, i.e., delivery of wanted documents, delivery of unwanted documents, and non-delivery of wanted documents.

(b) Determine relative cost/effectiveness of existing systems dealing with the distribution of intelligence documents versus these same systems augmented with producer-applied CCC notations. Estimate comparative costs of one-time producer applied CCC notations versus n-time recipient processing.

(c) Determine relative performance of existing methods of interagency document exchange versus selective exchange based on CCC notations in terms of documents exchanged, personnel involved, and overall performance.

(d) Determine relative performance of existing screening practices versus screening which takes the appearance of CCC notations on intelligence documents into account in terms of documents screened, personnel involved, and overall performance.

(1) Determine the reason for delivery of unwanted documents and non-delivery of wanted documents in both the existing system and the CCC in terms of:

a. Method and/or code structure, including depth of detail provided.

b. Adequacy of presentation, e.g., instructions, codebooks, formats, etc.

S-E-C-R-E-T

S-E-C-R-E-T

-- 6 --

- c. Adequacy of selection/application.
- d. Adequacy of representation/notation.
- e. Consistency in application: by a single disseminator/coder; by several disseminator/coders.
- f. Tendencies to over-disseminate/code; to under-disseminate/code.
- g. Ambiguities identified 1/ inherent in the method/code, code structure and 2/ induced in the interpretation/application by the disseminator/coder.
 - (e) Determine the extent to which CCC notations would enhance and expedite intelligence research and analysis when new or unanticipated requirements for substantive research and analysis arise.
 - (1) Analyze results obtained in ascertaining CCC responsiveness to an actual, high priority requirement,
 - (2) Evaluate performance of CCC in this mode.
 - (f) Determine the suitability of the CCC structure as a basis for organizing small or specialized document filing systems.
 - (1) Analyze results obtained in creating various file indexes.
 - (2) Evaluate effectiveness of CCC schedules as a basis for ordering these file indexes.
 - (g) Determine the suitability of CCC structure in providing a useful arrangement for entries on accession lists, etc.
 - (h) Determine adjustments and changes to the code: its structure, manner of presentation, supporting instructions, etc. which would improve its responsiveness.
 - (1) Analyze overall performance
 - (2) Ascertain specific shortcomings
 - (3) Make detailed recommendations for adjustments and changes.

S-E-C-R-E-T

S-E-C-R-E-T

- 7 -

(i) Determine whether improvements, if any, resulting from CCC are sufficient to justify changes in existing methods and procedures.

(1) Analyze overall performance in terms of relative cost effectiveness, impact on involved agencies, etc.

(2) Make recommendations.

D. Report.

Prepare a comprehensive report on the operational test including conclusions as to the effectiveness and efficiency of CCC as an analytical support tool, its costs as an operational system, and its precise role in support of existing dissemination and storage and retrieval systems. Include recommendations for subsequent actions.

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S-E-C-R-E-T

ATTACHMENT 1

CIA Plans for Use-Evaluation of CCC

1. CIA will disseminate 400 special items based on the CCC only, as a test of the code's usefulness for automatic dissemination purposes. Customer requirements will be handled in clear text.
2. CIA will disseminate 300 collateral reports based on reading the header data including the CCC (no text read) as a test of CCC as an aid to manual dissemination. Again, customer requirements will be handled in clear text.
3. Four representative reading requirements for both special and collateral reports will be coded as a test of CCC's ability to express reading requirements.
4. Clerks will disseminate 200 documents (100 special and 100 collateral) based on matching the coded requirements and the coded document as an additional simulated automatic dissemination test.
5. Two small control tests (100 collateral documents each) will be done to help in evaluation of the basic tests:
 - (a) Dissemination based on header data only (no CCC, no text).
 - (b) Duplication of regular dissemination to check consistency between disseminators.

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ATTACHMENT 3

DIA Plans for Evaluation of CCC

1. Since NSA is the only agency which is applying the CCC to a substantial number of documents received in DIA, DIA will use these as the basis for evaluation. The evaluation will be conducted by two DIA offices, the Special Security Office (DIASO), and the Army Branch (DIAAP-3A2), Military Capabilities Division, Soviet Area Office, Assistant Director for Intelligence Production. The evaluation will be conducted over a three-month period, 15 May to 15 August 1968, and will be applied to all NSA CCC-marked documents pertaining to the DIA Soviet Area office.

2. DIASO is the office receiving the NSA documents here considered, and effecting the internal distribution within DIA (to Division and, sometime, to Branch levels). Accordingly, DIASO's evaluation of the CCC will be in terms of the usefulness of the CCC as a dissemination code compared with the system now used. The evaluation will also consider other pro and con factors in the use of the CCC.

3. DIAAP-3A2's evaluation will be concerned mainly with the usefulness of the CCC to intelligence research analysts as indicators of document content. This evaluation will consider the following questions: Does the CCC facilitate internal branch routing of documents? Does it provide useful help to research analysts as a quick look-up of document content? Would the application of the CCC to DIA/DoD documents be useful? Other factors for or against the use of the CCC.

4. The evaluation from the different DIA offices will be submitted to the Intelligence Information Handling Committee when completed.

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